

## OSWEGO COVE APARTMENTS

### **{Application Process and Qualification Guidelines}**

This information has been prepared to assist people interested in renting an apartment at Oswego Cove Apartments. This information is designed to help applicants understand our application process, qualification guidelines and methods for reviewing an application. If you have any questions, please contact the Oswego Cove leasing office before submitting your application.

#### **GENERAL INFORMATION**

- This information and application is given to ALL parties interested in applying for an apartment at Oswego Cove Apartments.
- Applications will be accepted from applicants 18 years of age or older.
- Completed and legible applications will be reviewed in the order they are received. Incomplete applications will not be reviewed or considered.
- Each person over 18 living in the apartment will need to be screened and will need to complete a separate application, pay the application fee and qualify.
- The non-refundable application fee of \$40 per person must be paid before we begin processing an application or group of applications for the same apartment. This application fee covers the cost of obtaining credit reports, public record information and verifying information on applications. This charge is non-refundable independent of the results of the process.
- We do allow co-signers for any reason (example: credit history or financial status) they will be responsible for the entire monthly amount not just for ½ in a room mate situation.
- All efforts will be made to review and process applications within four (4) business days.
- Applications may be denied if information on them cannot be verified after reasonable effort.

#### **OCCUPANCY POLICY**

Oswego Cove Apartments limits occupancy based on the number of bedrooms in an apartment. A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet space for clothing. Two people are allowed per bedroom. A maximum of 4 (four) people are allowed in a two bedroom unit.

#### **APPLICANT SCREENING**

- Applicants must be 18 years or older.
- All applicants must provide two pieces of third party identification. One of these must have a current photo of the individual applying.
- The gross household income shall be at least 3 (three) times the rent.
- Roommates - Must be at least 18 years of age, and submit a separate application and fee.
- Rental History: Oswego Cove Apartments is committed to renting apartments to applicants who have a demonstrated one-year rental history. Current and Previous rental history will be verified. Applicants must provide references with phone numbers on their applications. History of residential rental 72-hour notices for non-payment of rent and/or checking non-sufficient funds (NSF) notifications may result in denial of the application. Inadequate rental history may result in an increased security deposit for approval.
- A credit report showing payment history and outstanding balances will be obtained and reviewed. No Credit will result in denial and a Co-Signer will be required and they will have to apply the same way to be considered. Negative information contained in credit reports may result in denial or an increased security deposit.
- A criminal History report will be obtained and reviewed. Information indicating conviction of crimes against people or property or drug related crimes or felonies would result in denial of the application. Pending charges or outstanding warrants will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still

available, the processing of the application will be completed. No unit will be held awaiting resolution of pending charges.

- Eviction History - Forcible Entry and Detainer actions, unpaid collections or judgment information will be obtained and reviewed. Negative rental history will result in denial of the application.
- Employment / Income Verification - Applicants must have at least one year of verifiable employment/income history. *Currently Employed* – We require a copy of a recent pay stub. *Self-employed*- a copy of a recent tax return, or tax statements for non-employment income. In addition to pay stubs, we may also contact employers for verification.

**\*FAILURE TO MEET THE ABOVE CRITERIA WILL RESULT IN DENIAL OF APPLICATION\***

**Incomplete, inaccurate or falsified information shall be grounds for denial of the application, or subsequent termination of tenancy upon later determination of information being falsified.**

**Oswego Cove is a non-smoking community. Smoking shall not be permitted inside the apartment or within 25 feet of any building.**

Any applicant that is a current illegal drug abuser, is addicted to a controlled substance or has been convicted in any court of competent jurisdiction of the illegal manufacture/distribution of a controlled substance shall be denied tenancy. Any individual whose tenancy would constitute a direct threat to the health or safety of the residents or staff of Oswego Cove Apartments or would result in substantial physical damage to the property of others will be denied tenancy.

#### **APPLICATION PROCESS**

1. Chose your new apartment
2. Complete the rental application provided
3. Submit proof of Income / employment (pay stub, tax return, etc.)
4. Pay the application fee of \$40.00 per person
5. Allow at least four (4) business days for verification and approval of your application. *You will need to sign a holding deposit and pay the deposit to hold the apartment home.*
6. If your application is approved and you accept the available unit, you will be required to sign a rental agreement in which you agree to abide by all the rules and regulations along with all other necessary documents. You are encouraged to read the rental agreement at the time of application.
7. If your application is denied, the Oswego Cove Staff will notify you in writing.

#### **APPLICATION APPROVAL**

1. The Oswego Cove Staff will notify applicants who have been approved for residency.
2. Applicant must sign a *Rental Deposit Receipt and Holding Agreement* and pay the deposit to hold an apartment. If the application is denied the holding deposit will be returned in full.
3. Applicant must sign the rental agreement and other necessary documents on or before the move-in date.
4. The Holding Deposit will be held as liquidated damages in the event that the applicant does not enter into the agreement applied for herein. In such case, applicant waives all rights to the return of the holding deposit.

**DENIED APPLICATIONS**

1. Contact the company that supplied the information to the credit-reporting agency. The agency will inform you who gave the unfavorable credit rating. The name and address of the credit reporting agency used by Oswego Cove is:

On-site Manager Inc. 307 Orchard City Drive, Suite 110,  
Campbell, CA 95008, (877) 222-0384

2. Correct any incorrect information through the credit-reporting agent as per their policy.
3. Request a credit-reporting agency to submit a corrected credit check to the appropriate screening company.
4. Upon receipt of the corrected and satisfactory information, your application will be reevaluated for the next available apartment.

**HANDICAPPED ACCESSIBILITY**

Oswego Cove Apartments allows existing premises to be modified at the full and complete expense of the handicapped person, if the handicapped person agrees to restore the premises at their own expense to the pre-modification condition. It may be required to have a "modification deposit", depending on the extent of the modification to the premises. The "modification deposit" shall not exceed the actual cost of the original modification to the premises. The steps to modify the premises are:

1. The applicant or resident must seek the landlord's approval before making modifications.
2. Reasonable assurances (in writing) that the work will be performed in a workmanlike manner.
3. Reasonable details regarding the extent of the work to be done.
4. Names of qualified contractors that will be used.
5. Appropriate building permits and the required licenses must be made available for inspection by the landlord.

Oswego Cove Apartments complies with the Americans with Disabilities Act and will make reasonable accommodations as necessary.

Thank you for reviewing this information and for your interest in Oswego Cove Apartment Homes. For any additional questions regarding the application process or qualification guidelines for Oswego Cove Apartment Homes, please contact the Oswego Cove office by phone at (503) 684-1200 or by fax at (503) 684-5623.

Applicant(s) signature of acknowledgement for qualification guidelines and application process:

X

\_\_\_\_\_  
Applicant

X

\_\_\_\_\_  
Applicant